



## STATE CONTROLLER'S OFFICE – BULLETIN 11-30-2017

Wisconsin Department of Administration – Division of Executive Budget and Finance

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### **SCO Monthly Checklist – Requirement to Forward completed checklist to the SCO**

A key component for ensuring that agencies can close FY 2018 on time will be the completion of accounting adjustments monthly, throughout the year. The SCO Monthly Checklist contains queries and other steps that will assist agencies in identifying accounting issues shortly after they occur. An updated SCO monthly checklist has been posted to Section 18-01 of the Wisconsin Accounting Manual - **agencies must utilize this checklist beginning with the submission due on 12/15/2017:** <http://www.doa.state.wi.us/Divisions/Budget-and-Finance/DEBF-Information-for-State-Agencies/Wisconsin-Accounting-Manual/> The primary update to the checklist was the addition of a tab for a monthly trial balance review and the identification of unexpected account balances and the required adjustments.

State agencies should perform the checklist tasks by the **15<sup>th</sup> of the following month**, fill-in the completion dates on the completion tab, and send the checklist to the [DOASCOYearEnd@wisconsin.gov](mailto:DOASCOYearEnd@wisconsin.gov) mailbox. The SCO will be monitoring agency completion of the checklists, and will follow-up with any agencies not performing this important task.

#### **Q and A Session on the SCO Monthly Checklist**

If you have any questions on performing any of the tasks on the checklist you may email them to Karolyn Cassidy. You may also attend a checklist question and answer session. That session will be held on Thursday, December 7<sup>th</sup> from 10:00 am – 11:30 am in room 540 of the Administration Building. Space is limited, so please contact Karolyn Cassidy at [karolyn.cassidy@wisconsin.gov](mailto:karolyn.cassidy@wisconsin.gov) and receive confirmation from her before attending. If we run out of space, another session will be held.